

RECREATION PROGRAMMER I

POSITION SUMMARY: Under the supervision of the Recreation Supervisor develops, implements, evaluates, and oversees recreational programming as well as developing new events. Monitors operations and recruits, trains and supervises seasonal staff and volunteers.

SUPERVISION RECEIVED: Work is performed under the Recreation Supervisor.

SUPERVISION EXERCISED: Subordinate seasonal personnel and volunteers.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Develops, plans, organizes, schedules, and supervises a wide variety of recreational programs for community use which may include preschool programs, youth programs, adult programs, senior citizen programs, after-school programs, day camp, athletics, cultural arts, enrichment classes and special events.
2. Recruits, interviews, selects, and hires seasonal personnel. Trains, schedules, and coordinates seasonal staff and volunteers.
3. Creates and maintains a system of reporting, interpreting, and publicizing activities and programs to area residents. Prepare materials, maintains records and compiles evaluations and reports.
4. Responsible for tracking and compiling payroll data for seasonal personnel working in related programming area and submitting that information to Payroll on a regular basis.
5. Assists in the preparation of the budget information as related to recreational programming and oversees the expenditure of approved funds.
6. Answers citizen inquires and responds to complaints regarding procedures, policies and programs.
7. Assists with or coordinates the planning and organization of special community events.
8. Works with the community to identify needs and preferences and recommends the number and kinds of recreational programs to be offered.
9. Visits and observes events in progress to evaluate program content and employee performance.
10. Maintains inventory of supplies and equipment. Places orders and makes purchases according to established procedures and within budgetary guidelines. Develops specifications for significant purchases. Assists with contract oversight to ensure vendor compliance with specifications.
11. Keeps abreast of new developments in the field and current issues through continued education and professional growth.

12. Seeks and secures alternative funding sources such as grants, partnership agreements and sponsorships.
13. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. Bachelor's degree, or equivalent, in recreation or leisure services or a related field.
- B. One or more years in recreational programming.
- C. Michigan Vehicle Operator's License.
- D. May be required to hold certain certifications such as; Certified Parks and Recreation Professional, First Aid, and/or CPR.
- E. Knowledge of applicable local, state and federal laws, rules and regulations.
- F. Knowledge of the professional principles, practices and techniques of recreation planning, programming and evaluation.
- G. Knowledge of professional principals and techniques of marketing and advertising, and purchasing.
- H. Knowledge of the rules, supplies, equipment and facilities applied or utilized in recreation programs and sporting leagues.
- I. Knowledge of the safety issues and precautions relating to the provision of recreation programs and sporting leagues.
- J. Skill in developing, coordinating and evaluating a broad range of recreational programming for diverse age groups.
- K. Skill in organizing schedules and coordinating associated resources.
- L. Skill in maintaining a comprehensive recordkeeping system, compiling statistics, generating reports and developing programming recommendations.
- M. Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with staff, volunteers, program participants, vendors, other governmental agencies and the public.
- N. Ability to communicate effectively and present ideas orally and in writing.
- O. Ability to work effectively within deadlines, under stress, and with changing work priorities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to communicate with others in person or by phone and view written documents. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. In the course of a typical day the employee is required to sit, stand and/or walk. The employee frequently is required to be mobile in an office setting and outdoors, and use manual dexterity to type or enter data and write. The employee may occasionally be required to transport and lift equipment and supplies of light to moderate weight.

The employee works in an office setting some of the time, but travels to other locations regularly to work in diverse settings including outdoor weather conditions. The noise level in the work environment is usually quiet in the office and can range to moderate or loud while at program sites.

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